

UCR Help - Creating an Arrest Over 18 Form

Completion of the Supplemental Homicide Report form is required if you selected "Activity" for the Over 18 form when creating the corresponding Return-A. (The selection table is located at the bottom of the Return-A form.) If "No Activity" was selected when creating the Return-A, the Over 18 form is not required and will be so indicated in the table at the bottom of the Return-A form.

The following steps should be followed to create an Over 18 Arrest form:

1. At the UCR Welcome Screen, click **"Enter UCR"**. Before an individual can access the UCR website or create a new report, the agency and the agency's designated users must be registered with the MSHP UCR Program Office. After registering, they must be approved by the MSHP UCR Program staff. Once approved, the agency's authorized users can submit monthly UCR data to the central repository through the website. For more information on this subject see Registration.
2. Enter User Name and Password. To enter the UCR website, an individual will need to enter the User Name and Password assigned to them by the MSHP UCR Program staff. Type the letters just as they were assigned to you, as the user name and password are **case sensitive**. If your User Name was registered as "BILL" and you type "Bill" the system will not accept your user name. You must type it exactly as registered.

Note: The User Name and Password are assigned to authorized users at the agency by the MSHP UCR Program staff. The user name and password used for accessing the UCR website may be different than those used to access the computer or network at the agency.

After successfully entering your user name and password, you will be taken to the UCR Homepage (shown below.)

	Form	Agency ORI	Agency Name	Completion	Approval
✗	11/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	SuppA created 11/14/2001 01:49:17 PM by ron beck Over18 created 12/26/2001 09:56:21 AM by Bill Ault				
✗	10/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	Under18 created 11/28/2001 07:41:32 AM by John Doyle SHR created 11/28/2001 08:24:57 AM by John Doyle				
✓	09/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Complete	Pending
✓	04/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP	Complete	Pending

- A list of available Return-A forms will be displayed in the **Reports by Date** window on the UCR homepage. Double click on the Return-A form for the ORI and month in which the supplemental report should be added.

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- From the table at the bottom of your Return – A Form, click the “**Create Over 18**” button to create a new Over 18 ASR Arrest form.

Required	Create Supp. A	Required	Create Under 18
Required	Create Homicide	Required	Create Over 18
Required	Create Arson	Required	Create LEOKA
Not Req'd	Employee not Required	Required	Create Domestic Violence

- Select each offense type that requires data to be entered. Those portions of the form with offenses that have zero activity do not require display. When all offense types have been selected, click the “**Show Offenses Table**” button. *Note: Suspicion is not a valid arrest code in Missouri.*

Select the offenses which require data input:

<input checked="" type="checkbox"/> Murder & Nonnegligent Manslaughter	<input type="checkbox"/> Stolen Property	<input type="checkbox"/> Bookmaking
<input type="checkbox"/> Manslaughter by Negligence	<input type="checkbox"/> Vandalism	<input type="checkbox"/> Numbers & Lottery
<input type="checkbox"/> Forcible Rape	<input type="checkbox"/> Weapons - Carrying Possessing etc.	<input type="checkbox"/> All Other Gambling
<input type="checkbox"/> Robbery	<input type="checkbox"/> Prostitution & Commercialized Vice	<input type="checkbox"/> Offenses Against Family & Children
<input type="checkbox"/> Aggravated Assault	<input type="checkbox"/> Sex Offenses	<input type="checkbox"/> Driving Under the Influence
<input type="checkbox"/> Burglary - Breaking or Entering	<input type="checkbox"/> Sale/Mfg Opium or Cocaine	<input type="checkbox"/> Boating Under the Influence
<input type="checkbox"/> Larceny - Theft	<input type="checkbox"/> Sale/Mfg Marijuana	<input type="checkbox"/> Liquor Laws
<input type="checkbox"/> Motor Vehicle Theft	<input type="checkbox"/> Sale/Mfg Synthetic Narcotics	<input type="checkbox"/> Drunkenness
<input type="checkbox"/> Other Assaults	<input type="checkbox"/> Sale/Mfg Other	<input type="checkbox"/> Disorderly Conduct
<input type="checkbox"/> Arson	<input type="checkbox"/> Possession Opium or Cocaine	<input type="checkbox"/> Vagrancy
<input type="checkbox"/> Forgery & Counterfeiting	<input type="checkbox"/> Possession Marijuana	<input type="checkbox"/> All Other Offenses
<input type="checkbox"/> Fraud	<input type="checkbox"/> Possession Synthetic Narcotics	<input type="checkbox"/> Suspicion
<input type="checkbox"/> Embezzlement	<input type="checkbox"/> Possession Other	<input type="checkbox"/> Curfew & Loitering Law Violations
		<input type="checkbox"/> Run-Aways

Show Offenses Table

Suspicion is not a valid offense code in Missouri and should never be chosen.

- A table will then be displayed allowing you to enter detail information for each offense chosen in the previous step. The user should ensure the total for age group equals the total for race for each offense that is entered. *Note: You can use either the tab key or mouse to navigate through the form.*

NOTE: All fields must contain a positive number before you can save the form.

CLASSIFICATION OF OFFENSES 1	SEX	AGE											
		18	19	20	21	22	23	24	25-29	30-34	35-39	40-44	45-49
Murder and Nonnegligent Manslaughter	Male												
	Female												

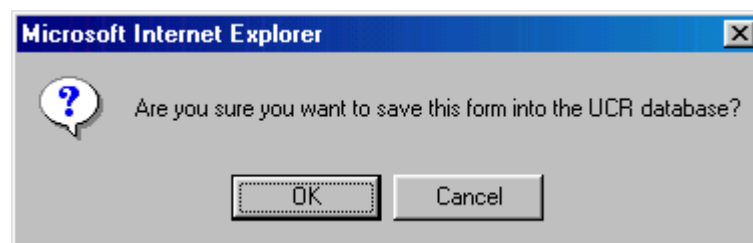
- When you have completed entry of the supplemental data, click the **“Zero-fill Remaining Fields”** button, located at the bottom of the page. Before a report can be submitted to the UCR Program Office all the fields must contain a value. To ensure all fields have a value, a user should click the “Zero-fill Remaining Fields” button. This automatically puts a zero in all empty fields.

Zero-fill Remaining Fields

SUBMIT

CALCULATE

- If desired, you may click the **“Calculate”** button on Page 6 to automatically compute totals and subtotals contained in the Over 18 ASR Arrest Form.
- Click the **“Submit”** button to submit report.
- You will be prompted with the message *“Are you sure you want to save this form into the UCR database?”* Click **“OK”** to submit the form or **“Cancel”** to return to the form.



- If the Over 18 ASR Arrest Form was submitted without error, the message *“Your Document has been saved!”* will appear and you can continue to the next form by clicking **“Click Here”** and selecting the next form from the table at the bottom of the Return – A Form. If you see a message indicating it was not successfully saved, note the reason given and click the **“Click here to return to your Over 18 form”** link. Make the necessary changes to your Over 18 ASR Arrest Form and resubmit.